

AU Academic Promotion Policy

Version No.	Approved By	Approval Date	Effective Date
1.0	President & BOT	February 2022	Fall 2022/2023
SCOPE	This document applies to all AU full-time faculty members and to processes administered by the nominated staff, including the School of Aviation instructors.		
TERMS, DEFINITIONS AND ABBREVIATIONS	AU: Australian University or the University.		
1. POLICY PROVISIONS			

- Academic Promotions at AU are decided based on contributions to three pillars of performance:
 - Teaching and Learning;
 - Service to the Department, the College, the University and the Community; and
 - Research.
- While applicants are expected to demonstrate achievements under each of these pillars, a record of sustained excellence in Teaching and Learning, and in Service is indispensable for qualifying for promotion. Consequently, the University only considers applications that present evidence of outstanding performance in these two core areas.
- To be eligible to apply for an academic promotion, a faculty member must have a continuous service at AU for a minimum of two years and must apply for promotion to the level immediately above their current academic rank.
- Promotion rounds are conducted twice a year for all promotion levels. Applications are accepted during the 1st month of each regular semester only. As the promotion review and decision process can take up to 6 months, faculty members may apply up to 6 months in advance of being eligible.
- A faculty member whose application for promotion has not been successful can reapply after at least one full calendar year from the notification of the decision, provided that there has been progress against the promotion criteria from the previous application and upon satisfying the issues outlined in the Deans Council decision in relation to the previous application.
- Promotion decisions are taken by the Deans Council following a multi-layered review and evaluation process as detailed in the AU Academic Promotion Procedure. Transfers within the rank, if applicable, are treated procedurally the same. All applications are assessed based on the criteria set in this document and the existing performance appraisal results.
- Documents and discussions pertaining to promotions are treated with utmost confidence by all parties in the promotions process.
- If an existing faculty in the University pursues further certificates or degrees, a promotion to the next position in line is not guaranteed. The employee will enter the recruitment cycle as a fresh candidate and will be assessed along other potential

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candidates for that position as per the terms in AU's Recruitment Policy and Procedure.

ATTACHMENTS	• Application for PhD Faculty. • Application for Instructors. • Assessment Report.
APPENDIX	• Appendix 1: Academic Promotion Criteria for Associate to Full Professorship. • Appendix 2: Academic Promotion Criteria for Assistant to Associate Professor. • Appendix 3: Promotion Criteria for Instructor to Senior Instructor. • Appendix 4: Promotion Criteria for Senior Language Instructors. • Appendix 5: Criteria for Transfers within Rank – Associate Professor. • Appendix 6: Criteria for Transfers within Rank – Assistant Professor. • Appendix 7: Criteria for Transfers within the Rank for Faculty not holding PhD. • Appendix 8: Promotion Criteria for School of Aviation.

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Appendix 1 - Academic Promotion Criteria for Associate to Full Professorship¹

Criteria	Professor
Qualifications	Doctorate (Ph.D.)
Full time teaching residency (experience) in a similar educational institution with a recognized record of excellence ² .	Min. of 5 years as Associate Professor (i.e. Minimum. total of 10 years since the beginning of Assistant Professorship)
Sustained Excellence in Teaching and Learning	Applicants need to include at least 3 examples of evidence. Evidence of examples may include, but is not limited to: – Outstanding performance demonstrated in student evaluations, peer reviews and classroom observations (if conducted) or other recognized metrics, – Demonstrates results which reflect students' improvement and achievement of learning outcomes, – Evidence of innovation, particularly technology-based, in teaching, learning, and assessment techniques, – Leadership in curriculum and course design, – Effectively carrying duties as a course coordinator, – Contribution to the scholarship in teaching and learning (e.g. pedagogic research, publication of teaching material, textbooks, presentation at conferences), – Evidence of effective supervising of graduation projects and internships (if applicable), – Evidence of on-going reflective and self-evaluation practices to improve performance, – Completing professional development activities to remain current with the discipline and to advance own understanding of teaching and learning practices.
Sustained Excellence in Service to Department, College, University and the Wider Community	Applicants need to include at least 3 examples of evidence.

¹ Promotion Criteria is considered alongside the existing AU Performance Management System.

² Applicant's current academic rank must have been obtained from an educational institution recognized by AU with a record of excellence.

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Criteria	Professor
	Evidence of examples may include, but is not limited to: – Evidence of effective contribution to the work and life of the Department, College, and University, – Membership in Department, College, University Committees, (if applicable) – Holding administrative positions in the Department, College, or University (if applicable) – Contribution to formulation and implementation of academic policies, – Leadership in knowledge transfer activities within the Department, College, University and/or Community, – Effective performance in student advising (if applicable), – Involvement in development in teaching facilities (e.g. laboratories, workshops and IT facilities.) – Serving on local boards of organizations and societies related to the applicant's discipline, – Engagement with the industry and community, – Active involvement in program or University accreditation process, if applicable.
Evidence of high quality, peer-reviewed research publications³. <i>The journal articles must not be extracted from the applicant's student work (e.g.; MSc or PhD Thesis).</i> <i>Book chapters or Chief Editorship in Special Issues may be considered.</i>	Minimum of 10 journal publications with impact factor and/or in credible list of journals approved by the University Promotion Committee. At least 3 as first author
Speaking at, organization of, or invitation to significant international conferences and editing of published proceedings.	Minimum of 4
A record of publications (e.g.; books/book chapters, magazine articles, notes to editors; etc.).	Minimum of 4

³ Only publications produced after the last promotion date will be considered for promotion. At least half of these publications must be after applicant's appointment with AU and must have the name of the University clearly stated.

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Criteria	Professor
<i>This is not required, but is recommended.</i>	
Receipt of significant research grant funding and/or awards (particularly peer-reviewed).	Minimum of 2
Membership of editorial boards of significant journals or senior membership or fellowship in professional bodies and organizations.	Minimum of 2

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Appendix 2 - Academic Promotion Criteria for Assistant to Associate Professor

Criteria	Associate Professor
Qualifications	Doctorate (Ph.D.)
Full time teaching residency (experience) in a similar educational institution with a recognized record of excellence ⁴ .	Min. of 5 ⁵ years as Assistant Professor (including 2.5 years out of the 5 at AU).
Sustained Excellence in Teaching and Learning	Applicants need to include at least 3 examples of evidence. Evidence of examples may include, but is not limited to: – Outstanding performance demonstrated in student evaluations, peer reviews and classroom observations (if conducted) or other recognized metrics, – Demonstrates results which reflect students' improvement and achievement of learning outcomes, – Evidence of innovation, particularly technology-based, in teaching, learning, and assessment techniques, – Leadership in curriculum and course design, – Effectively carrying duties as a course coordinator, – Contribution to the scholarship in teaching and learning (e.g. pedagogic research, publication of teaching material, textbooks, presentation at conferences), – Evidence of effective supervising of graduation projects and internships (if applicable), – Evidence of on-going reflective and self-evaluation practices to improve performance,

⁴ Applicant's current academic rank must have been obtained from an educational institution recognized by AU with a record of excellence.

⁵ If the applicant has work/industry, consultancy and/or research experience outside the University, every 2 years will be equivalent to 1 year of teaching experience. The applicant is required to submit evidence of their work experience before they are assessed for a promotion. To be considered for a promotion, the applicant must possess a minimum of 2.5 years of his/her teaching experience at AU.

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Criteria	Associate Professor
	– Completing professional development activities to remain current with the discipline and to advance own understanding of teaching and learning practices.
Sustained Excellence in Service to Department, College, University and the Wider Community	Applicants need to include at least 3 examples of evidence. Evidence of examples may include, but is not limited to: – Evidence of effective contribution to the work and life of the Department, College, and University, – Membership in Department, College or University Committees, (if applicable) – Holding administrative positions in the Department, College, or University (if applicable) – Contribution to formulation and implementation of academic policies, – Leadership in knowledge transfer activities within the Department, College, University and/or Community, – Effective performance in student advising (if applicable), – Involvement in development in teaching facilities (e.g. laboratories, workshops and IT facilities.) – Serving on local boards of organizations and societies related to the applicant's discipline, – Engagement with the industry and community, – Active involvement in program or University accreditation process, if applicable.
Evidence of high quality, peer-reviewed research publications ⁶. <i>The journal articles must not be extracted from the applicant's student work (e.g.; MSc or PhD Thesis).</i> <i>Book chapters or Chief Editorship in Special Issues may be considered.</i>	Minimum of 5 journal publications with impact factor and/or in credible list of journals approved by the University Promotion Committee. At least 2 as first author

⁶ Only publications produced after the last promotion date will be considered for promotion. At least half of these publications must be after applicant's appointment with AU and must have the name of the University clearly stated.

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Criteria	Associate Professor
Speaking at, organization of, or invitation to significant international conferences and editing of published proceedings.	Minimum of 3
A record of publications (e.g.; books/book chapters, magazine articles, notes to editors; etc.). <i>This is not required, but is recommended.</i>	Minimum of 3
Receipt of significant research grant funding and/or awards (particularly peer-reviewed).	Minimum of 1
Membership of editorial boards of significant journals or senior membership or fellowship in professional bodies and organizations.	Minimum of 1

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Appendix 3 -Academic Promotion Criteria for Senior Instructor⁷

Criteria	Senior Instructor
Qualifications	Master's Degree
Full time teaching residency (experience) in a similar educational institution with a recognized record of excellence.	Minimum of 5 years after obtaining Master's in the field of specialization.
Sustained Excellence in Teaching and Learning	Applicants need to include at least 3 examples of evidence. Evidence of examples may include, but is not limited to: – Outstanding performance demonstrated in student evaluations, peer reviews and classroom observations or other recognized metrics, – Demonstrates results which reflect students' improvement and achievement of learning outcomes, – Evidence of innovation, particularly technology-based, in teaching, learning and assessment techniques, – Leadership in curriculum and course design, – Effectively carrying duties as a course coordinator, – Contribution to the scholarship in teaching and learning (e.g. pedagogic research, publication of teaching material, textbooks, presentation at conferences), – Evidence of effective supervising of graduation projects and internships (if applicable), – Evidence of on-going reflective and self-evaluation practices to improve performance, – Completing professional development activities to remain current with the discipline and to advance own understanding of teaching and learning practices.
Sustained Excellence in Service to Department, College, University	Applicants need to include at least 3 examples of evidence. Evidence of examples may include, but is not limited to: – Evidence of effective contribution to the work and life of the Department, College, University

⁷ Promotion Criteria is considered alongside the existing AU Performance Management System.

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Criteria	Senior Instructor
and the wider community	– Membership in Department, College, or University Committees, (if applicable) – Holding administrative positions in the Department, College, or University (if applicable) – Contribution to formulation and implementation of academic policies, – Leadership in knowledge transfer activities within the Department, College, University and/or Community, – Effective performance in student advising (if applicable), – Involvement in development in teaching facilities (e.g. laboratories, workshops and IT facilities.) – Serving on local boards of organizations and societies in related to the applicant's discipline, – Engagement with the industry and community, – Active involvement in program or university accreditation process, if applicable.
Contribution to Research	Evidence of examples shall include, but is not limited to: – Engagement in scholarly activity in the form contribution to research and to publications (journal articles or books).

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Appendix 4 – Academic Promotion Criteria for Senior Language Instructors

Criteria	Senior Instructor
Qualifications	Master's Degree
Full time teaching residency (experience) in a similar educational institution with a recognized record of excellence.	Minimum of 5 years after obtaining Master's in the field of specialization.
Sustained Excellence in Teaching and Learning	Applicants need to include at least 3 examples of evidence. Evidence of examples may include, but is not limited to: – Outstanding performance demonstrated in student evaluations, peer reviews and classroom observations or other recognized metrics, – Demonstrates results which reflect students' improvement and achievement of learning outcomes, – Evidence of innovation, particularly technology-based, in teaching, learning and assessment techniques, – Leadership in curriculum and course design, – Effectively carrying duties as a course coordinator, – Contribution to the scholarship in teaching and learning (e.g. pedagogic research, publication of teaching material, textbooks, presentation at conferences), – Evidence of effective supervising of graduation projects and internships (if applicable), – Evidence of on-going reflective and self-evaluation practices to improve performance, – Completing professional development activities to remain current with the discipline and to advance own understanding of teaching and learning practices.
Sustained Excellence in Service to Department, College, University and the wider community	Applicants need to include at least 3 examples of evidence. Evidence of examples may include, but is not limited to: – Evidence of effective contribution to the work and life of the Department, College, and University – Membership in Department, College or University Committees, (if applicable) – Holding administrative positions in the Department, College or University, (if applicable)

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Criteria	Senior Instructor
	– Contribution to formulation and implementation of academic policies, – Leadership in knowledge transfer activities within the Department, College, University and/or Community, – Effective performance in student advising (if applicable), – Involvement in development in teaching facilities (e.g. laboratories, workshops and IT facilities.) – Serving on local boards of organizations and societies in related to the applicant's discipline, – Engagement with the industry and community, – Active involvement in program or University accreditation process, if applicable.
Contribution to Research	Evidence of examples shall include, but is not limited to: – Single author/contributor: 2 conference presentations (evidence: abstract in program or paper in proceedings) – Multiple contributors: 3 conference presentations (evidence: abstract in program or paper in proceedings)

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Appendix 5 - Criteria for Transfers within the Rank⁸ - Associate Professor

Criteria	Associate Professor
Qualifications.	Ph.D.
Full time teaching residency (experience) in a similar educational institution with a recognized record of excellence. ⁹	Minimum of 5 years as Associate Professor (i.e. Minimum total of 10 years since the beginning of Assistant Professorship)
Sustained Excellence in Teaching and Learning	Applicants need to include at least 3 examples of evidence. Evidence of examples may include, but is not limited to: – Outstanding performance demonstrated in student evaluations, peer reviews and classroom observations or other recognized metrics, – Demonstrates results which reflect students' improvement and achievement of learning outcomes, – Evidence of innovation, particularly technology-based, in teaching, learning and assessment techniques, – Leadership in curriculum and course design, – Effectively carrying duties as a course coordinator, – Contribution to the scholarship in teaching and learning (e.g. pedagogic research, publication of teaching material, textbooks, presentation at conferences), – Evidence of effective supervising of graduation projects and internships (if applicable), – Evidence of on-going reflective and self-evaluation practices to improve performance, – Completing professional development activities to remain current with the discipline and to advance own understanding of teaching and learning practices.
Sustained Excellence in Service to Department, College, University and the wider community	Applicants need to include at least 3 examples of evidence. Evidence of examples may include, but is not limited to: – Evidence of effective contribution to the work and life of the Department, College, and University

⁸ Refers to criteria movements within the rank. Criteria is considered alongside the existing AU Performance Management System.

⁹ Applicant's current academic rank must have been obtained from an educational institution recognized by AU with a record of excellence.

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Criteria	Associate Professor
	– Membership in Department, College or University Committees, (if applicable) – Holding administrative positions in the Department, College, or University (if applicable) – Contribution to formulation and implementation of academic policies, – Leadership in knowledge transfer activities within the Department, College, University and/or Community, – Effective performance in student advising (if applicable), – Involvement in development in teaching facilities (e.g. laboratories, workshops and IT facilities.) – Serving on local boards of organizations and societies in related to the applicant's discipline, – Engagement with the industry and community, – Active involvement in program or university accreditation process, if applicable.
Evidence of high quality, peer-reviewed research publications¹⁰. <i>The journal articles must not be extracted from the applicant's student work (e.g.; MSc or PhD Thesis). Book chapters or Chief Editorship in Special Issues may be considered.</i>	Minimum of 5 journal publications with an impact factor and/or on a credible list of journals approved by the University Promotion Committee. At least 2 as the first author
Speaking at, organization of, or invitation to significant international conferences and editing of published proceedings.	Minimum of 2
A record of publications (e.g.; books/book chapters, magazine articles, notes to editors; etc). <i>This is not required, but is recommended.</i>	Minimum of 2

¹⁰ Only publications produced after the last promotion date will be considered for promotion. At least half of these publications must be after applicant's appointment with AU and must have the name of the University clearly stated.

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Criteria	Associate Professor
Receipt of significant research grant funding and/or awards (particularly peer-reviewed).	Minimum of 1
Membership of editorial boards of significant journals or fellowship in professional organizations.	Minimum of 1

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Appendix 6 - Criteria for Transfers within the Rank¹¹-Assistant Professor

Criteria	Assistant Professor
Qualifications.	Ph.D.
Full time teaching residency (experience) in a similar educational institution with a recognized record of excellence. ¹²	Minimum of 5 years as Assistant Professor
Sustained Excellence in Teaching and Learning	Applicants need to include at least 3 examples of evidence. Evidence of examples may include, but is not limited to: – Outstanding performance demonstrated in student evaluations, peer reviews and classroom observations or other recognized metrics, – Demonstrates results which reflect students' improvement and achievement of learning outcomes, – Evidence of innovation, particularly technology-based, in teaching, learning and assessment techniques, – Leadership in curriculum and course design, – Effectively carrying duties as a course coordinator, – Contribution to the scholarship in teaching and learning (e.g. pedagogic research, publication of teaching material, textbooks, presentation at conferences), – Evidence of effective supervising of graduation projects and internships (if applicable), – Evidence of on-going reflective and self-evaluation practices to improve performance, – Completing professional development activities to remain current with the discipline and to advance own understanding of teaching and learning practices.
Sustained Excellence in Service to Department, College, University and the wider community	Applicants need to include at least 3 examples of evidence. Evidence of examples may include, but is not limited to:

¹¹ Refers to criteria movements within the rank. Criteria is considered alongside the existing AU Performance Management System.

¹² Applicant's current academic rank must have been obtained from an educational institution recognized by AU with a record of excellence.

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Criteria	Assistant Professor
	– Evidence of effective contribution to the work and life of the Department, College, and University – Membership in Department, College or University Committees, (if applicable) – Holding administrative positions in the Department, College, or University (if applicable) – Contribution to formulation and implementation of academic policies, – Leadership in knowledge transfer activities within the Department, College, University and/or Community, – Effective performance in student advising (if applicable), – Involvement in development in teaching facilities (e.g. laboratories, workshops and IT facilities.) – Serving on local boards of organizations and societies in related to the applicant's discipline, – Engagement with the industry and community, – Active involvement in program or University accreditation process, if applicable.
Evidence of high quality, peer-reviewed research publications¹³. <i>The journal articles must not be extracted from the applicant's student work (e.g.; MSc or PhD Thesis). Book chapters or Chief Editorship in Special Issues may be considered.</i>	Minimum of 3 journal publications with an impact factor and/or in credible list of journals approved by the University Promotion Committee. At least 1 as the first author
Speaking at, organization of, or invitation to significant international conferences and editing of published proceedings.	Minimum of 2

¹³ Only publications produced after the last promotion date will be considered for promotion. At least half of these publications must be after applicant's appointment with AU and must have the name of the University clearly stated.

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Appendix 7 - Criteria for Transfers within the Rank for Faculty not holding PhD¹⁴

Criteria	Instructor
Qualifications	Master's
Full time teaching residency (experience) in a similar educational institution with a recognized record of excellence.	Minimum of 5 years after obtaining Master's
Sustained Excellence in Teaching and Learning	Applicants need to include at least 3 examples of evidence. Evidence of examples may include, but is not limited to: – Outstanding performance demonstrated in student evaluations, peer reviews and classroom observations or other recognized metrics, – Demonstrates results which reflect students' improvement and achievement of learning outcomes, – Evidence of innovation, particularly technology-based, in teaching, learning and assessment techniques, – Leadership in curriculum and course design, – Effectively carrying duties as a course coordinator, – Contribution to the scholarship in teaching and learning (e.g. pedagogic research, publication of teaching material, textbooks, presentation at conferences), – Evidence of effective supervising of graduation projects and internships (if applicable), – Evidence of on-going reflective and self-evaluation practices to improve performance, – Completing professional development activities to remain current with the discipline and to advance own understanding of teaching and learning practices.
Sustained Excellence in Service to Department, College, University and the wider community	Applicants need to include at least 3 examples of evidence. Evidence of examples may include, but is not limited to: – Evidence of effective contribution to the work and life of the Department, College, and University – Membership in Department, College or University Committees, (if applicable)

¹⁴ Refers to criteria movements within the rank. Criteria is considered alongside the existing AU Performance Management System.

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Criteria	Instructor
	– Holding administrative positions in the Department, College, or University (if applicable) – Contribution to formulation and implementation of academic policies, – Leadership in knowledge transfer activities within the Department, College, University and/or Community, – Effective performance in student advising (if applicable), – Serving on local boards of organizations and societies in related to the applicant's discipline, – Engagement with the industry and community, – Active involvement in program or university accreditation process, if applicable.

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Appendix 8 – Promotion Criteria for School of Aviation

Rank/Position	Criteria
Trainer A	- Eligible for promotion to Trainer A after being at AU for a period of 4 years. - Achieve a high-performance rating frequently. - No active disciplinary action. - Position should be available (vacant). - Demonstrate initiative, develop classroom techniques and methods, support the accreditation process and contribute to the development of the School of Aviation curriculum. - Complete professional development activities to remain current with the discipline and to advance own understanding of leadership, teaching and learning practices. - Effective Performance in student advising. - Engagement with the relative industry and international and local authorities.
Senior Trainer B	- Eligible for promotion to Senior Trainer B after being at AU for a period of 6 years. - Achieve a high-performance rating frequently. - No active disciplinary action. - Position should be available (vacant). - Demonstrate initiative, develop classroom techniques and methods, support the accreditation process and contribute to the development of the School of Aviation curriculum. - Complete professional development activities to remain current with the discipline and to advance own understanding of leadership, teaching and learning practices. - Contribute to formulation and implementation of policies. - Effective performance in student advising. - Engagement with the relative industry and international and local authorities.
Senior Trainer A	- Eligible for promotion to Senior Trainer A after being at AU for a period of 8 years or obtaining EASA Part 66 B1 and B2 license. - Achieve a high-performance rating frequently. - No active disciplinary action. - Demonstrate initiative, develop classroom techniques and methods, support the accreditation process and contribute to the development of the School of Aviation curriculum. - Complete professional development activities to remain current with the discipline and to advance own understanding of leadership, teaching and learning practices. - Contribute to formulation and implementation of policies. - Effective performance in student advising.

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Rank/Position	Criteria
	- Engagement with the relative industry and international and local authorities.
Aviation English Instructor	Promotion criteria for Aviation English Instructor is based on Appendix 4 as stated on the AU Academic Promotion Policy.
Teaching Assistant	Promotion criteria for Aviation Teaching Assistant is based on Appendix 3 as stated on the AU Academic Promotion Policy.